



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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IN REPLY REFER TO

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NAVAIRINST 4710.20
AIR-4153
22 Dec 93

NAVAIR INSTRUCTION 4710.20

From: Commander, Naval Air Systems Command

**Subj: POLICY AND PROCEDURES FOR SCHEDULING AVIATION
MODIFICATION INSTALLATIONS**

**Ref: (a) Product Data Reference Guide No. 44, Three Quarter
Organic Modification Installation Planning Process
(b) OPNAVINST 4790.2E
(c) Product Data Reference Guide No. 45, Organic Depot
Modification, Production and Expenditure Report**

**1. Purpose. To set forth policy and procedures for the
scheduling and tracking of aircraft modification installations by
organic Naval Depots.**

**2. Cancellation. This instruction supersedes NAVAVNLOGCENINST
4710.5.**

3. Background

a. Naval Air Systems Command (NAVAIR) Configuration Control Board approved modifications of Naval aircraft and their related components (i.e. engines, avionics, etc.) is an essential element of the Life Cycle Management Process. These modifications are installed by either contractors or Naval Aviation Depots. Prior to FY-90, NADEP field modifications were coordinated and assigned through the Naval Aviation Depot Operations Center (NADOC). All NADEP installed modifications are now scheduled through reference (a), the NAVAIR Three Quarter Modification Installation Planning Process. Field Modification Team (FMT) assignments, as well as personnel staffing to support on site installations, are made by the installing activity in coordination with Aircraft Controlling Custodians (ACC's).

b. Installation of NAVAIR approved modifications by commercial establishments is scheduled and coordinated via formal contract negotiations. During the NAVAIR modification approval process, the Assistant Program Manager for Logistics (APML) coordinates with the ACC's to establish an acceptable aircraft modification schedule. Following NAVAIR approval and contract



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22 Dec 93

award, the ACC's are responsible for ensuring aircraft availability based upon the negotiated contract schedule. Commercial activities are not included in the NAVAIR Three Quarter Modification Installation Planning Process.

4. Discussion

a. The FY-90 Congressional Budget Act mandates visibility of modification costs by weapons systems for FY-90 and subsequent years. The contract negotiation process, for commercial field modification teams, provides this necessary program cost visibility. For NADEP modifications, a different process is required to provide similar program visibility. Management of NADEP modification installation scheduling is discussed in reference (a), The Three Quarter Modification Installation Planning Process. This process requires close coordination and cooperation between APML's, NADEP's, and ACC's, from creation of the Three Quarter Modification Installation Plan through Technical Directive Status Accounting (TDSA) reporting of the modification incorporation.

b. Assignment of personnel to meet the requirements negotiated during the Three Quarter Planning Process is the responsibility of the individual NADEP. Close coordination is required between the NADEP and the ACC to ensure optimum use of scarce NADEP resources and minimum impact on fleet operational readiness. A Modification Coordinator at each NADEP will serve as a single point of contact for modification installation management.

5. Procedures

a. The Three Quarter Modification Installation Planning Process set forth in reference (a), was developed to coordinate quarterly scheduling of organic modification installations among the APML, ACC Class Desk, and the NADEP Modification Coordinator. The end product of this process, the Three Quarter Modification Installation Plan, commits the APML, ACC and NADEP to execute the installation schedule. This schedule covers the execution (current) quarter and three future quarters.

b. Six weeks prior to the start of the quarter, ACC's will coordinate with functional wings and furnish bureau numbers to

22 Dec 93

appropriate NADEP's for that quarter's scheduled modifications. Upon receipt of bureau numbers, NADEP's will order kits from the Naval Aviation Maintenance Office (NAVAVNMAINTOFF) Kit Manager. Requisitions are submitted via Military Standard Requisition and Issue Procedures (MILSTRIP) Exception Data Message providing specific ship to, mark for, and building number information. To ensure an equitable distribution of kits, the APML will establish distribution priorities with the NAVAVNMAINTOFF Kit Manager, as required.

c. If a NADEP is unable to comply with a requirement established on the Three Quarter Plan, that NADEP shall coordinate an alternative source within the NADEP corporation to install the modification. If the NADEP is unable to identify an alternative source, the NADEP will forward the issue to AIR-433 for resolution. The NADEP will notify the cognizant APML of any potential changes to the Three Quarter Plan.

d. Reference (b) establishes NADEP responsibility for the reporting of technical directive compliance. NADEP's will report Technical Directive (TD) incorporations into TDSA within one week of installation. NADEP's are to ensure the Three Quarter Modification Installation Plan, reference (a), and the Modification, Production and Expenditure Report, reference (c), are revised quarterly to reflect current incorporations.

6. Responsibilities

a. Assistant Program Manager for Logistics (APML)

(1) Manages aircraft configuration.

(2) Funds modification installation requirements and tracks corresponding expenditures for modifications being performed.

(3) Ensures logistic support elements are in place when modifications are fielded (i.e. technical directives, waivers, support equipment, spares, training, etc).

(4) Provides necessary technical requirements to the contract negotiator for Commercial installations.

(5) Coordinates development of the Three Quarter Modification Installation Plan with the ACC Class Desk

22 Dec 93

Coordinator or assigned representative and NADEP Modification Coordinator.

(6) Ensures kit availability for installation by the designated activity.

(7) Notifies NADEP and ACC, by message, of any changes impacting execution of the approved Three Quarter Plan.

b. Naval Aviation Depot (NADEP)

(1) Commanding Officer

(a) Retains overall responsibility for NADEP compliance with modification installations listed on the Three Quarter Modification Installation Plan.

(b) Assigns a Modification Coordinator.

(2) NADEP Modification Coordinator

(a) Serves as the single point of contact within the NADEP for modification installation management.

(b) Develops and reports quarterly to the APML the Three Quarter Modification Installation Plan.

(c) Maintains liaison with ACC Class Desks, or assigned representative, to ensure coordination and compliance of assigned modification installations.

(d) Notifies APML and ACC, by message, of any changes impacting execution of the approved Three Quarter Plan.

(e) Maintains liaison with other NADEP's for collateral support, if required, to meet schedules agreed upon in the Three Quarter Modification Installation Plan and notifies AIR-433 for resolution when unable to meet the installation schedule.

(f) Ensures submission of the Modification Production and Expenditure Report, reference (c), to APML, AIR-4153, AIR-433, NAMO-412, Naval Aviation Depot Operations Center (NADOC-04), and ACC.

22 Dec 93

(g) Ensures TD compliance reporting into TDSA within a week of installation.

c. Aircraft Controlling Custodian (ACC)

(1) Develops and reports quarterly to the APML the Three Quarter Modification Installation Plan for assigned aircraft.

(2) Ensures aircraft availability to meet the modification installation schedule.

(3) Prioritizes FMT installations.

(4) Provides accurate and timely reporting of aircraft, by bureau number, to NADEP's six weeks prior to the start of the quarter.

(5) Notifies APML and NADEP, by message, of any changes impacting execution of the approved Three Quarter Plan.

(6) Coordinates FMT requirements for Research, Development, Test and Evaluation (RDT&E) aircraft with the applicable APML.

d. NAVAIR HQ (AIR-433)

(1) Serves as NAVAIR coordinator for organic depot activities.

(2) Provides support to NADEP's in resolving modification installation scheduling conflicts.

e. NAVAIR HQ (AIR-4153)

(1) Is the Requiring Financial Manager (RFM) for modification installations, and is responsible for the management of installation funding from initial OSIP budgeting through kit incorporation and final expenditures.

(2) Promulgates policy and procedural guidance for the entire modification installation process.

(3) Monitors the execution status of modification installations to ensure compliance with the incorporation plan approved by the NAVAIR Change Control Board and the Three Quarter Modification Installation Plan.